

## **Riverdale MAIL CENTER Delivery and Pick Up Times**

### Mail Center Hours of Operation

8:00am – 4:00pm

### Daily Pick up and Delivery of Mail in General Service Rooms

9:00am and 1:30pm

### Daily US Postal Service Delivery and Pick Up

10:00 am and 2:30 pm

### Daily Federal Express Delivery

Only daily delivery at 10:00am

### Next Day Federal Express Pick Up from Mail Center

Only daily pick up at 3:00pm

Other Next Day Federal Express Pick Up

- No later than 5:30pm, Federal Express picks up *small packages* deposited in the pick up box by the smoking area behind the building
- Until 7:00pm, Federal Express picks up from Kinko's on Route 1 (give address)

### Federal Express Ground Pick Up

Must arrange directly with Federal Express for next day pick up. Call Mail Center staff for assistance. See PDMCS Telephone Listing or call 734-4484.

### Daily UPS delivery and Pick Up

Only daily delivery and pick up at 3:00pm

### Daily Pouch Mail Delivery

Only daily pick up at 3:00pm

Pouch mail service is available for the HUBs in Raleigh, NC and Ft. Collins, CO., PPQ/CPHST in Raleigh, and MRPBS Service Center in Minneapolis, MN. These pouch mails are sent via FedEx.

Pouch mail service is available to NFC in New Orleans, LA. NFC pouch mail is sent by USPS Priority Mail.

### USDA Courier Service Delivery and Pick Up

10:00 am and 2:30 pm

For special or same day deliveries and pick ups call 720-5869. Call the same number to assure same day delivery to USDA Whitten and South Buildings.

### **NOTE: Personal Mail**

Do not send personal mail through the USDA Riverdale Mail Center. The Mail Center's services are limited to official mail. Mailroom personnel are not required to deliver personal mail received through their facility. Do not use USDA official address for personal items ordered from catalogues or from the Internet. Employees in transit as a result of a change in duty station or on temporary detail, may request the use of an office address until their situations are stabilized. .